Overview:
SEMS Scheduling is a powerful tool for student employees. It allows employees to conveniently view their shifts, and gives them the flexibility to modify their schedules.

Key Terms:
- **Workgroup**: tool to group student employees by job within SEMS
- **Job**: An employment role within SEMS associated with a specific position
- **Position**: Official SAP position title an employee holds
- **No Approval Required Shift Type**: shift type that requires **no** manager actions for students to claim bid shifts or claim sub-requests
- **Manager Approval Shift Type**: shift type that **does** require manager actions when students claim bid shifts or sub-requests.
- **Bid Shift**: open, claimable shift created by a manager; available to all student employees or a specified set
- **Sub-Request**: claimable shift created by a student employee when they request a substitute for an assigned shift
- **Employee Whitelist**: list of employees that are eligible to claim a specific bid shift; the whitelist can be defined by either a set of student names or by position.
- **Event**: includes shifts, classes, and exams; all of which are notable when building schedules and assigning shifts.

Getting Started:
Sign in using your Purdue Career Account:
[https://www.purdue.edu/studentemployment/Account/Login](https://www.purdue.edu/studentemployment/Account/Login)

Note: Chrome or Firefox are preferred browsers. Internet Explorer may not be compatible.

Non-Purdue students also have to sign in with their assigned Purdue Career Account.
Managing Schedules

Overview:
- From the SEMS in the top right corner of the page, select the “Scheduling” tab

Highlighted above are the function tabs within scheduling that will be covered in this user guide.

My Calendar:
- Gives the employee a quick overview of their assigned shifts and other events (class/exam)
- Events can be toggled between Class event types and Shift event types

Adding Events:
1) From the “My Calendar” tab, select
2) User can set the event to repeat into the future
3) Set frequency and end point
4) Select “Add Event”

My Shifts:
- Select the “My Shifts” tab within the Scheduling page
• Shows shifts that are assigned or approved to the user

**Requesting a Sub:**

1) Select the “Request Sub” action button in the right column
2) View shift notes and submit a reason for the sub-request
3) Request Sub

4) When sub is requested, it moves to claimable shift

• **Still the requestors responsibility until someone else claims the shift**

**Claimable Shifts:**

• Select the “Claimable Shifts” tab within the Scheduling page
• Shows sub-requests and bid shifts that are available to claim

**Claiming a Shift:**

1) Select the “View shift details” action button in the right column
2) View shift notes and confirm your position
3) Claim Shift

Note: depending on what shift type the manager has set for a specific workgroup, the shift will move accordingly:

**No Approval Required:** shift will move directly to “My Shifts”

**Manager Approval:** shift will move to “My Claims” to wait for approval

**My Claims:**

• Select the “My Claims” tab within the Scheduling page
• This is a holding area for shifts that an employee has claimed but are still pending approval
• To cancel a pending claim, The student will have to contact their supervisor
## Notifications

Notifications are triggered any time:

- The status of a shift changes, either moving away from or towards the student employee
- A shift becomes available to claim